



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Quality Control Section

Division: Division of Employment Security

Sub-Section:

TITLE: Employment Security/Employment and Training Administration Program
Report Worksheets

CUTOFF: EOCY

DESCRIPTION: All completed program report worksheets associated with the completed and transmitted federally mandated Unemployment Insurance Required Reports (UIRR) as established by the United States Department of Labor, Employment and Training Administration. This documentation applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees, which are required to be maintained by the federal program regulations or the grant agreement.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6667

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Employment Security/Employment and Training Administration Program
Reports

CUTOFF: EOCY

DESCRIPTION: All completed and transmitted federally mandated Unemployment Insurance Required Reports (UIRR) as established by the United States Department of Labor, Employment and Training Administration. This documentation applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees, which are required to be maintained by the federal program regulations or the grant agreement. These reports assure accuracy, uniformity, and comparability in the reporting of statistical data derived from state unemployment insurance operations through state adherence to federal definitions of reporting items, use of specific formats, observance of reporting due dates, and regular verification of reporting items.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6666

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Quality Control Section

Division: Division of Employment Security

Sub-Section:

TITLE: Quality Control Case Files

CUTOFF:EOCY

DESCRIPTION: Completed individual claimant case file folders that were investigated and audited by Unemployment Insurance Auditors during the calendar year. Each case file contains, at a minimum, a copy of all agency documents from the claimant's original claim file in addition to any documents pertaining to the Benefits Accuracy Measurement (BAM)/Paid Claims Accuracy (PCA) and Denied Claims Accuracy (DCA) investigations.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23015

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Regional Office Reviews

CUTOFF:EOCY

DESCRIPTION: Specific letter correspondence received from the US Department of Labor Regional Office that pertains to that office's review of the selected Missouri Benefits Accuracy Measurement (BAM)/Denied Claims Accuracy (DCA) individual claimant case file folders that were completed during the calendar year. Includes descriptions of problems found in any case that was reviewed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6660

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008